

YOUR GUIDE TO BECOMING A SOURCING PRO:

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# BOOLEAN SEARCH FUNDAMENTALS



## Why is Boolean so important?

A truly strategic recruitment strategy takes a balance of reactive and proactive tactics. You (hopefully) use job postings, advertisements, social media and career sites – and at least one resume database.

While you're used to searching major search engines, like Google and Bing, you might not be as familiar with the tips and tricks you should be using to search your resume database.

You need to know how to perform a Boolean search—a simple way to search by keywords and broaden or narrow **your results as you need**. Boost the quality of your search results, get a leg up on the competition and hire candidates faster with this guide to Boolean search fundamentals. **It's time to get back to basics.**

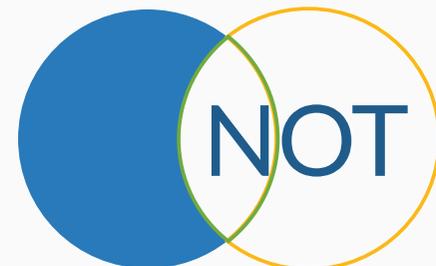
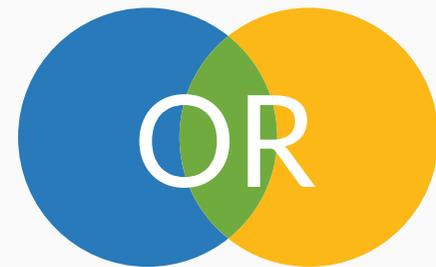
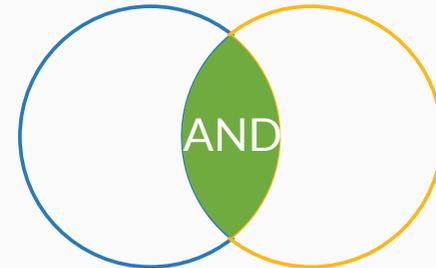


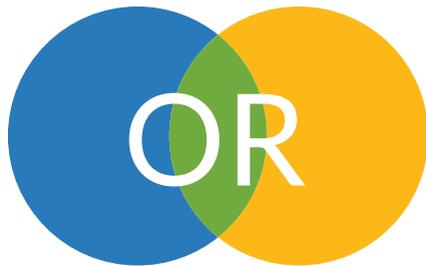
## Order is key when using Boolean

The most important thing to understand is that Boolean is a very literal search language that uses key operator words and symbols to determine the best results.

For example, if you search for **sales manager**, you will receive results for any candidate that has any combination of **sales**, **manager**, or **sales manager** anywhere in their resume. This might lead to wasted time screening the wrong candidates, such as a sales associates for your open sales manager job.

That's why Boolean language uses **AND, OR, NOT, "", and ()** to help make your search queries clear to the resume database.





## Boolean Basics: Using the Operators

### Broaden your search with OR

Not every candidate uses the same terms to describe a job title or responsibilities.

Using **OR** in a search gives your database the option to return resumes that contain any or all of the keywords listed – uncovering talent you may not have otherwise searched for.

For example, to find a wide range of candidates with experience in finance, you might use:

**finance OR financial OR accounting OR  
accountant OR banking OR banker OR audit  
OR auditing**

## Narrow results with AND

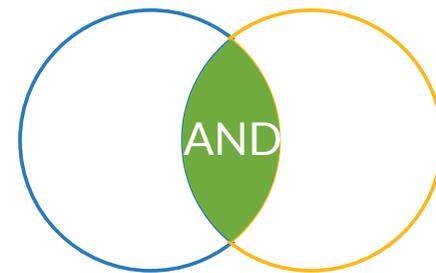
Most candidate resumes that include only one of your keywords may not be a perfect fit for your specific industry or open position.

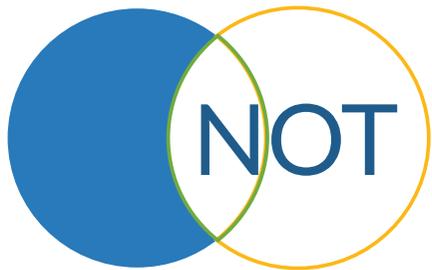
Be Careful: This will significantly reduce the number of results you see. Adding too many **AND** commands could disqualify candidates entirely.

The **AND** command tells your database to find only those resumes that contain both of the terms listed.

For example, if you are a hospital looking only for nurses with management experience, try:

**nurse AND manager**





## Exclude resumes with NOT

Some searches may require an extra bit of clarification to suit your particular industry or job requirements.

**NOT** is a function used in Boolean to remove candidate resumes that won't be a good fit for your specific opening.

For example, to locate physicians in your market, but exclude physician assistants from cluttering your results page use:

**physician NOT assistant**

## Group words together with Quotations “”

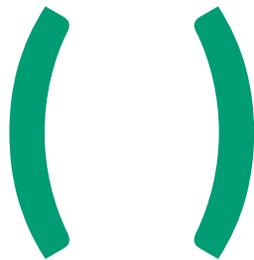
As you're probably aware, not every job opening can be boiled down to only one word. Luckily, Boolean allows you to search for groups of words by using quotation marks.

Surrounding more than one word in quotation marks (“”) tells your database to treat everything within quotes as a singular term to consider in a search.

For example, social work has a tendency to use a lot of abbreviations. To find someone with experience or a particular license, you may try to find someone by searching for:

**“licensed clinical social worker” OR “lcsw”  
OR “licensed social worker” OR “lsw”**

“”



## Need to use more than one? Don't forget the parentheses ( )

Sometimes your search query needs to start by broadening your scope then adding further qualifications, so you can see a large list of quality, relevant talent at your fingertips.

Remember: Boolean will only read left to right. If you use more than one of the above key operator words or symbols in a search string, there's no telling how obscure or irrelevant your results may be. Think of Boolean like an algebra problem: It will read left to right, but solve inside parentheses first.

For example, if you need to add a benefits administrator to your human resources team, you can group it like this:

**("HR" OR "human resources") AND (benefits OR "benefits administrator" OR "benefits coordinator")**



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